



DEPARTMENT OF HEALTH AND HUMAN SERVICES
ALBUQUERQUE AREA INDIAN HEALTH SERVICE



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "SMOKE-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT

Amendment #2, dated 06-19-06.

1) Update GS-11 salary; 2) add GS-669-09 and salary; and 3) add GS-9 qualification requirements. All other information remains the same.

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
ZSU-MPP-04-05 ZSU-ESEP-04-05	February 06, 2004	Open Until Filled

POSITION TITLE, SERIES, GRADE AND SALARY	LOCATION & DUTY STATION
Medical Records Administrator GS-669-09, \$42,955 per annum GS-669-11, \$51,972 per annum (Includes Locality Pay Adjustment)	PHS Indian Hospital Medical Records Department Zuni, New Mexico

AREA OF CONSIDERATION: All Sources

RELOCATION: Relocation expenses will be paid.

CONDITIONS OF EMPLOYMENT:

☑ One Permanent Full-Time position. The incumbent of this position is subject to call back and/or standby work.

☑ May be required to serve a probationary period for supervisory positions.

☑ If you are a male, born after December 31, 1959, and you want to be employed by the federal government, you must (subject to certain exemptions) be registered with the Selective Service System.

☑ In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles.

☑ Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

DUTIES AND RESPONSIBILITIES: **GS-9:** The duties and responsibilities are similar to GS-11 but performed with lesser independence and closer supervision. **GS-11:** Primary responsibility is to direct the overall operations of the medical records department by developing, analyzing and implementing procedures for assuring proper workflow. Conducts continuous evaluation and review of procedure adequacy and modifies to meet latest technical requirements and techniques. Provides administrative and technical supervision to nine medical records technicians. Assigns and distributes work to subordinates based on duties, responsibilities and functions. Accepts, amends, and/or rejects work plans. Initiates department internal written and oral work procedures, instructions and guides. Advises on management goals and objectives. Schedules and ensures staff coverage for all shift rotations from 7:30am to 11:00pm. Responsible for monitoring performance; sets and evaluates work performance standards. Approves and denies leave requests. Provides advice, counsel or instruction on work and administrative matters. Interviews candidates for subordinate positions and recommends subordinates for formal recognition. Hears and resolves informal complaints, effects minor disciplinary measures and identifies and provides developmental and training needs. Serves as advisor to management on all phases of medical records work. Coordinates medical records audit and closed chart review teams. Plans, implements and analyzes the outcome of medical records performance improvement activities. Ensures compliance with the Medical Care Recovery Act (FMCRA); Health Insurance Portability and Accountability Act (HIPPA); and the Privacy Act standards. Serves as the privacy act coordinator. Accepts subpoena duces tecum, as custodian of the medical records, and reviews subpoenaed record for completeness. Responsible for coordination of automated activities in the medical records department. Incumbent is responsible for

administering all aspects of documentation, abbreviation usage, chart analysis, technical review and timely completion of the patient's medical records. Develops, implements and evaluates internal quality control systems. Incumbent is responsible for furthering the goals of EEO by taking positive steps to assure the accomplishment of affirmative action objectives.

COMPETITIVE SERVICE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:

For GS-9: Candidates must have 52 weeks of specialized experience equivalent to at least GS -07 level.

For GS-11: Candidates must have 52 weeks of specialized experience equivalent to at least GS-09 level.

SPECIALIZED EXPERIENCE: Candidates must show evidence of the following:

- ?? Planning, developing and directing a medical records program for a health care facility that meets both institutional goals and standards of accrediting agencies.
- ?? Evaluating and analyzing the organization and operation of medical records functions and recommending and/or implementing appropriate revisions and modifications.
- ?? Developing and implementing policies and procedures for processing legal medical documents and correspondence request in accordance with Federal, State, and local statutes.
- ?? Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities."

SUPERVISORY AND MANAGERIAL ABILITIES: Candidates must have demonstrated in their work experience or training that they possess or have the potential to develop the following:

- ?? Ability to assign and review work of subordinates, training and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training.
- ?? Ability to accomplish the quality and quantity of work expected within set limits of cost and time.
- ?? Ability to plan own work and carry out assignments effectively.
- ?? Ability to communicate with others effectively both orally and in writing in working out solutions to problems or questions relating to the work.
- ?? Ability to understand and further management goals as these affect day-to-day work operations.
- ?? Ability to develop improvements in or design new work methods and procedures.

Personal Attributes: The attributes are important to success in supervisory or managerial positions at all supervisory levels. Accordingly, candidates for all supervisory positions must demonstrate all of the following personal qualities:

- ?? Objectivity and fairness in judging people on their ability, and situations on the facts and circumstances.
- ?? Capacity to adjust to change, work pressures, or difficult situations without undue stress;
- ?? Willingness to consider new ideas or divergent points of view; and
- ?? Capacity to "see the job through."

TIME-IN-GRADE REQUIREMENTS: Merit Promotion candidates must have completed at least 52 weeks of service no more than two grades lower than the position to be filled.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSAs described below. **It is to the applicant's advantage to address the following KSA's on a separate sheet of paper.**

KSAs for Medical Records Administrator, GS-669-9/11

1. Knowledge of theories, principles, practices and techniques of health records science to effectively manage the medical records program.
2. Knowledge of accrediting agencies such as, JCAHO, PRO, CMS, NCQA standards and criteria.
3. Knowledge of legal aspects of health records information systems, federal & state, including privacy act, freedom of information, HIPPA and confidentiality regulations.
4. Ability to plan, analyze and evaluate overall health record program and make recommendations as appropriate.
5. Ability to supervise and direct medical records staff.

WHO MAY APPLY:

☞ **Merit Promotion Plan (MPP) Candidates:** Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligible entitled to Indian preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates must indicate whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Indian Preference: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

Veterans Preference: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

Commissioned Corps Officers: The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and all other documents specified in this announcement.

Non-Status Candidates: Applications will also be accepted from non-status candidates (individuals who have never been employed by the federal government) and individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

Reasonable Accommodations: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Cynthia Tsalate at (505) 782-7515. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Displaced Federal Employees Requesting Special Selection Priority Consideration: If you are currently a DHHS (includes IHS) employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS (includes IHS) Career Transition Assistance Program (CTAP).

Career Transition Assistance Program (CTAP) -- To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS (includes IHS) in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, including any documented selective factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position without undue interruption.

Interagency Career Transition Assistance Program (ICTAP) -- If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 - 1) Received a specific RIF separation notice; or
 - 2) Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 - 3) Retired with a disability and whose disability annuity has been or is being terminated; or

- 4) Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
- 5) Retired under the discontinued service retirement option; or
- 6) Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position, including any documented selective factors, quality ranking factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position upon entry.

~~§~~ **Well-Qualified Definition:** Surplus or displaced Department of Health and Human Services (DHHS) employees may exercise selection priority for DHHS vacancies in their local commuting area if they apply directly for the vacancy and are determined to be well-qualified.

~~§~~ **If filing an application for a noncompetitive action when no official vacancy announcement is being announced, "well-qualified"** means that you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and can perform the duties of the position without undue interruption to organizational operations.

~~§~~ **If filing an application under a vacancy announcement, "well-qualified"** means you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and meet the cut-off score to be referred to the selection official. This score is derived as a natural break resulting from the rating and ranking of all qualified applicants to determine the extent to which candidates possess the knowledge, skills, and abilities (KSAs) required to succeed in the position.

~~§~~ Only U.S. citizens may be appointed to the Competitive Service.

WHERE TO APPLY:

Applications must be received at the following address:

Zuni PHS Indian Hospital
Human Resources Office
P.O. Box 467
Zuni, New Mexico 87327

For copies of vacancy announcements, download from the IHS website at www.ihs.gov or the Office of Personnel Management (OPM) website at www.usajobs.opm.gov. We do not FAX vacancy announcements. For inquiries, contact Cynthia Tsalate, Human Resources Specialist, 505-782-7515.

REQUIRED DOCUMENTATION:

~~§~~ **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the **BIA Form 4432**, Verification of Indian Preference for Employment in BIA and IHS only. This certifies the applicant as an Indian as defined by the Indian Health Manual, Chapter 3, Indian Preference, dated March 14, 2001. **Indian preference will not be given unless the BIA Form 4432 is attached to the application/Résumé.**

~~§~~ OF-306, Declaration for Federal Employment. Form may be downloaded from: http://www.opm.gov/Forms/pdf_fill/of0306.pdf

~~§~~ Addendum to Declaration for Federal Employment IHS Child Care & Indian Child Care Worker Positions (only for child care positions)

See Statement Authorizing Review of Application

See 'HOW TO APPLY' on last page, for additional information.

OTHER IMPORTANT INFORMATION:

Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

All material submitted for consideration under this announcement becomes the property of Human Resources and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for federal employment.

Additional or alternate selections may be made from a promotion certificate within 90 days from the date the selection certificate was issued. The positions to be filled must have the same title, series, and grade, be in the same geographic location and have the same qualification requirements. However, if there are no qualified Indian preference candidates left on the certificate, the vacancy must be re-announced.

EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES CLEARANCE:

Cynthia Isalate

Human Resources Specialist

06-19-06

Date

THE FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:

I authorize any and all persons involved directly and/or indirectly in the selection process to review my application.

Signature of Applicant

Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions

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Item 15a. Agency Specific Questions

Name: _____ **Social Security Number:** _____
(Please print)

Job Title in Announcement: _____ **Announcement Number:** _____

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? YES_____ NO_____

*[If **AYES@**, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]*

- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? YES_____ NO_____

*[If **AYES@**, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]*

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant=s Signature (sign in ink)

Date

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852.
Please do not send completed data collection instruments to this address.

HOW TO APPLY

<p>The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment.</p>			
<p>Optional Application for Federal Employment – Form Number OF-612 http://www.ihs.gov/JobCareerDevelop/CareerCenter/Vacancy/forms/Of-612.pdf</p> <p>Resume or Other written application format with information requested below. www.opm.gov/forms/pdfimage/of0510.pdf</p>			
<p>If your resume or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not, therefore, receive full credit for their Veteran Preference determination, Indian Preference, education, training and/or experience.</p>			
<p>Your resume or application format MUST contain the following information. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.</p>			
<p>✂✂ JOB INFORMATION Announcement number, title and grade of the job for which you are applying.</p>			
<p>✂✂ PERSONAL INFORMATION Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes). Social Security Number. Country of citizenship.</p>			
<p>✂✂ EDUCATION High School (name, city, state, ZIP code if known), and date of diploma or GED. College and/or universities (name, city, state ZIP code if known), majors, type and year of any degrees received (if no degree show total semester or quarter hours earned). To obtain educational credit, applicants must submit a copy of all college transcripts.</p>			
<p>✂✂ WORK EXPERIENCE Copy of latest Personnel Action (SF-50B) if current or former Federal employee. Highest Federal civilian grade held (give job series and dates held). Work experience (paid and unpaid) Job title (include series and grade if Federal job) Duties and accomplishments Employer's name and address Supervisor's name and telephone number Starting and ending dates (month and year) Hours per week Salary Indicate if we may contact your current Supervisor.</p>			
<p>✂✂ OTHER QUALIFICATIONS Give dates but do not send documents unless requested. Job related training courses Job related skills, i.e., computer software/hardware, tools, typing speed Job related certificates and licenses (if you are a licensed, certified, or registered professional, submit copy of license/certification/registration.) Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.</p>			
<p>Submit the following documents along with your chosen application format if you are in one of the following categories:</p>			
<p>COMMISSIONED OFFICER</p> <p>✂✂ Current Billet description</p> <p>✂✂ Most recent "Commissioned Officers Effectiveness Report".</p> <p>✂✂ Child Care Statement Form</p> <p>✂✂ Copies of Licensures</p>	<p>INDIAN PREFERENCE</p> <p>✂✂ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432.</p> <p>✂✂ Current Albuquerque Area employees may state that proof of Indian Preference is on file in the Official Personnel Folder</p> <p>✂✂ Preference will not be given unless a copy of the 4432 is attached to the application.</p>	<p>VETERAN PREFERENCE</p> <p>✂✂ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10-point Veterans Preference, Form SF-15.</p> <p>✂✂ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability.</p> <p>✂✂ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</p>	<p>FEDERAL EMPLOYEE</p> <p>✂✂ Copy of latest Notification of Personnel Action, SF-50</p> <p>✂✂ Copy of current performance appraisal.</p> <p>✂✂ Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.</p>